

Responsibilities/Expectations

LARA Field Staff

The following protocols apply to all LARA employees whose official work station is their home, or staff whose official work station is an office building but who work in the field the majority of the time conducting inspections, surveys, etc. These protocols do not apply to staff who have an approved telecommuting agreement or employees who are assigned to, and work in, a state office or leased building on a full-time basis and are supervised by a supervisor/manager in another location.

Employee Responsibilities

- 1) Maintain regular verbal and e-mail contact with your supervisor while on work time (as determined by Bureau management).
- 2) Obtain supervisor approval (or their designee) in writing for any modification to regularly scheduled work hours in advance of such modification. When an unexpected extension of the workday is necessary due to business requirements, the employee must notify the supervisor (or their designee) by the end of the normal workday by means of a telephone conversation, voice mail message, or e-mail; subsequent written approval must be obtained by the next business day (or as soon as administratively possible).
- 3) Include beginning and ending times for each activity on any required activity logs/reports and/or vehicle/travel logs (as determined by Bureau management).
- 4) Ensure the accuracy and completeness of information provided on activity logs/reports vehicle/travel logs, travel expense reports, survey and/or inspection reports, and any other required reporting documents (as determined by Bureau management).

My signature below verifies that I have received a copy of this document and have been given the opportunity to ask questions of my supervisor regarding the content. I understand that corrective and/or disciplinary action may occur for failure to abide by these requirements.

Print Employee Name

Employee ID#

Employee Signature

Date